



U.S. Department of the Interior
"To-Be" Trust Business Model
Process Template

Title: Distribute Survey Services Information

Identify the process in the "Verb Noun" format. (Ex: Maintain Ownership)

Process Number

0.2.7

1. Process Definition *Provide an overview of the process and define its starting and ending points*

1.1 Starts With	Survey service has been completed and protest and appeal period has begun.
1.2 Process Overview	<p>This process involves publishing the completion of a survey service and forwarding the output of the survey service to an identified distribution list and updating the integrated data with results once the appeal period has expired.</p> <p>BLM publishes in the Federal Register and the 30-day Public Notice period begins.</p> <p>After 30 days, with no protests or appeals, cadastral survey is officially filed. If there is a protest or appeal, action is taken for resolution.</p> <p>At end of appeals process, Cadastral Chief finalizes approval of survey and CARS is updated.</p> <p>Entire survey process must be repeated again if survey is appealed and the appeal is upheld by IBLA.</p> <p>Once the survey is officially filed, the Cadastral Chief instructs GCDB/CGIS staff to incorporate digital representation of the survey into the Geo-spatial/land status database, replacing historical data.</p> <p>Survey service results are distributed via official Distribution List:</p> <ul style="list-style-type: none">Cadastral Surveyor (who will distribute to appropriate parties)Washington Office for completion dateBLM Eastern States office (or other identified location) for the Secretary's copy <p>BLM ensures the integrated data reflects survey service results as required (this should be an automatic retrieval from the Geo-spatial/land status database).</p>
1.3 Stops With	Survey service information has been distributed and database updated.

2. Trust Business Objectives *Identify the Comprehensive Trust Model strategic goals and business objectives to which this process contributes.*

Goal/Objective
Goal 2: Tribal self-governance and self-determination that increase participation in managing assets
Goal 3: Ownership information that is accurate, timely, and reliable
Objective 3.1: Surveys – Establish accurate and current surveys to ensure correct boundaries for trust individual and tribal lands and any resulting revenue distribution.



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3. How should Beneficiaries be involved in this process?

Beneficiary Involvement

Beneficiaries are only involved in this process if they appeal the results or they receive the survey service results.

4. Organizations, Offices and Roles. Identify the DOI organizations and related roles that should be involved in performing the process.

4.1 DOI Organizations. Identify the DOI organizations, offices and individual roles that contribute to this process.

DOI organizations include the Office of the Secretary, BIA, OST, BLM, MMS, OHA, OSM among others.

Offices include Central Offices, Regional Offices, Agency(Field) Offices, etc.

All individual roles that contribute, in a significant manner, should be identified.

Organization	Office	Role	Contribution
BLM	State Office		<p>Cadastral Chief publishes the completion of the survey in the Federal Register and the 30-day notification period begins.</p> <p>At end of appeals process, Cadastral Chief finalizes approvals of surveys and CARS is updated.</p> <p>Once the survey is officially filed, the Cadastral Chief instructs GCDB/CGIS staff to update GCDB/CGIS.</p> <p>Distributes survey service results to official Distribution List:</p> <ul style="list-style-type: none">• Cadastral Surveyor (who will distribute to appropriate parties)• Washington Office for completion date• BLM Eastern States office for the Secretary's copy
BLM	Field Office		<p>Incorporates digital representation of the survey into the Geo-spatial/land status database, replacing historical data including legal descriptions.</p>



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Organization	Office	Role	Contribution
BLM	Field Office		Ensures Trust integrated data reflects survey service results.
Interior Board of Land Appeals (IBLA)	Washington Office		Provides legal advice on survey issues. Takes action on appeals and makes decision.

4.2 External Organizations. *Identify the non-DOI organizations that support the execution of or contribute to this process.*

External Organization	Contribution
Government Printing Office	Prints the Federal Register.

5. Event(s) *Identify the events or conditions that start the process. Describe each event and indicate the frequency (daily, monthly, quarterly, etc.) in which each event is expected to occur. An event may be an external interaction (a beneficiary submits an application), the expiration of a period of time (a lease is due to expire in 90 days), or the realization of some pre-defined threshold (an IIM account reaches the automatic disbursement threshold).*

Event	Description	Estimated Frequency
Survey service has been completed	Includes all output of Consultation & Other Survey Services (O.2.3) and Conduct Cadastral Service (O.2.6).	

6. Inputs and Outputs. *Identify and describe all inputs and outputs related to this process. Inputs are information or materials used during the execution of the process; outputs are materials or information produced by the process.*



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6.1 Inputs

Input	Description
Approved Cadastral Survey (Includes Supplemental Plat and Amended Protraction Diagrams)	Survey is approved by Cadastral Chief.
Results of Consultation & Other Survey Services	Consultation has been completed.
Data for GCDB/CGIS update	Digital information that was gathered in the field.
Data for land status	Digital information that was gathered in the field.

6.2 Outputs

Output	Description
GCDB/CGIS updated	Digital representation of the survey is uploaded into the Geo-spatial/land status database, replacing historical data.
Filed survey results	<p>Notice that survey has been completed is sent to the Federal Register.</p> <p>Once a survey is completed, there is a 30-day Public Notice period between approval and filing, anyone with standing can challenge the survey results. If successfully challenged, corrective actions will be taken.</p> <p>After the 30-day Public Notice period, the survey is officially filed and anyone with standing can protest the survey results. The Deciding Official will rule on the protest.</p> <p>Once a decision is made on a protest, that decision may be appealed to the IBLA. The process must start again to review and research the appeal. If IBLA denies the appeal, the new survey remains the official record.</p> <p>If appeal is upheld, the new survey is changed, corrective measures are taken, and a new plat and notes are filed. 30-day Public Notice process starts over again at this time.</p> <p>After the 30-day Public Notice period has expired with no protest or appeal or resolution is reached, plat and field notes are officially filed and the information is distributed to the following list:</p> <ul style="list-style-type: none">• Cadastral Surveyor (who will distribute to appropriate parties)• Washington Office for completion date• BLM Eastern States office for the Secretary's copy



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Output	Description
IBLA Decision	Decision by IBLA to uphold or deny appeal of survey results. If appeal is upheld, the new survey is changed, corrective measures are taken and a new plat and notes are filed. The 30-day Public Notice process starts over again at this time.

7. Fiduciary and Legal Obligations and Controls

7.1 Obligations

Identify and describe the legal and fiduciary obligations that impact this process. For each obligation, indicate the document or commitment that defines the obligation and the citation (paragraph or section) within the document that pertains to this process.

Obligation	Source	Business Impact
5 USC 552 Freedom of Information Act (FOIA)		Procedures and regulations related to the release of information
15 USC 7001 Electronic Signatures in Global & National Commerce Act		Provides legality of electronic signatures
25 USC 450 (f) Indian Self-Determination and Education Assistance Act, PL 93-638 as Amended		Provides for maximum Indian participation in government, education, programs, services, and to encourage the development of the human resources of the Indian people
43 USC 14		Returns Relative to Lands, All returns relative to the public lands shall be made to the Secretary of the Interior or such officer as he may designate
43 USC 17		Plats of Land Surveyed, Provides that the Secretary shall make a plat of any land surveyed under the authority of the US and provide it to the BLM, contains instructions
43 USC 1701 and 1761-1771 Federal Land Policy and Management Act of 1976, As Amended (FLPMA)		To establish public land policy; to establish guidelines for its administration; to provide for the management, protection, development, and enhancement of the public lands; and for other purposes



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Obligation	Source	Business Impact
Acts of Congress		Changes business processes (i.e. private relief bills)
Case Law (112 DM 13)		Precedential decisions
Executive Orders		May affect boundaries
Federal Court Order and Decisions		May affect boundaries
Interior Board of Land Appeals (IBLA)		May affect boundaries
Office of Management and Budget (OMB) Circular No. A-16, Revised August 19, 2002		Describes the responsibilities of the Federal agencies with respect to coordination of Federal surveying, mapping, and related spatial data. The Department of the Interior is responsible government-wide for the coordinated planning and execution of those functions related to the Public Land Survey System (PLSS)
Office of Management and Budget (OMB) Circular No. A-76, Revised May 29, 2003		Establishes federal policy for the competition of commercial activities. Any outsourcing activities must follow this policy
Secretarial Orders		May affect boundaries
Secretarial Order 2225		Delegation of Authority
Tribal Ordinance		Specific ordinances that address specific questions
Uniform Electronic Transactions Act		Provides legality of electronic records, electronic signatures and electronic contracts

7.2 Controls

Identify and describe any controls (enforcement mechanisms) that may be used to ensure that the process adheres to obligations and internal process requirements. Controls may be reviews, audits, segregated duties, etc. Indicate the reason that each control should be introduced (name the obligation that a control is intended to enforce; indicate any controls required to ensure consistency or reliability).

Control	Reason	Description
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Control	Reason	Description
757 DM 2.3C PLSS		The PLSS is the responsibility of BLM. The BLM has the authority to survey all federal interest lands, trust territories, and Indian Lands
757 DM 2.7B Lead Bureau		The BLM is responsible for the establishment and maintenance of a system for storage and dissemination of survey data for use by local and national realty, land title, and mapping interests. BLM is the custodian of the official USPLSS records. BLM is specifically required to execute cadastral surveys for BIA on Indian reservations.
757 DM 2.7C Coordination		All bureaus and offices shall submit their requirements for cadastral surveys to BLM.

8. Mechanisms (Systems of Record) *Identify the mechanisms, or systems, that are needed to support the process (ex: Ownership, Leasing, Workflow Management, Office Filing System, etc.). Indicate the information and activities, relevant to this process, that each system supports.*

System Name	Support
Integrated Data	Request tracking and ownership data.
National Integrated Land System (NILS)	Integrates survey data with parcel-based land records in an enterprise GIS spatial environment. Eventually, legal land descriptions and land status will come from this database. This Cadastral Geographic Information System (CGIS) includes all documents and data affecting the cadastral layer of a GIS.
Cadastral Automated Ranking System (CARS)	Provides a national and/or regional status of prioritized and ranked pending cadastral survey services.



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9. Inter-Process Relationships Identify other trust processes that are related to this process (either predecessors or successors). If applicable, indicate the condition under which the processes are related.

9.1 Predecessors. Predecessors are processes that either produce information required by this process or that result in the need to execute this process.

Process No.	Name	Condition of Relationship
O.2.3	Consultation & Other Survey Services	Will always come from either this process or O.2.6
O.2.6	Conduct Cadastral Service	Will always come from either this process or O.2.3

9.2 Successors. Successors are processes that either use information produced by this process or that must be executed as a result of performing this process.

Process No.	Name	Condition of Relationship
O.2.8	Provide Results to Requestor	The output of O.2.7 moves to this activity, if there is no appeal.
O.2.5	Assess & Research Response	If survey results are appealed, the process returns to this activity.

10. Comments Summarize any discussion, problems, issues or recommendations that should be considered when reviewing process performance. Category Values (Note, Best Practice, Decision, Problem, Issue, Recommendation)

Category	Comment